

Meeting Minutes: Internal Control Roundtable

Date: August 6, 2020
Minutes prepared by: Jake Rossow, Acting Director
Location: Skype Meeting

Attendance

Jake Rossow (ICA), Amy Jorgenson, Josh Botnen, and Maia Wahlberg (CRAO), Hussein Hussein and Nathaniel Dempsey (MMB), Michael Anderson, Shireen Gandhi, Hillary Friend, Titima To, David Forbes, Ellen Sibley, Nicole Medeiros, and Ken Vandermeer (DHS), Cindy Charles, Danielle Jansen, Susan Walto, Laurie Studer, and Jennifer Xiong (DOT), Fekade Cherinet (DEED), John Nyanjom and Kia Vang (MNSure), Sheldon Klugman and Kamaria Kassim-Grigsby (COMM), Wilson Tindi and Nick Mokaya (MPCA), Mike Thone and Kayla Vang (MHFA), Siddhartha Poudyal (MDOR), Sandy Ludwig (MDH), Allison Cole and Tracey Sigstad (ADM), Shakira Bradshaw (CMAH), Iryna Shafir (SBI), Molly Nystel (WCCA), Kristy Swanson (DLI), Jill Freudenwald (BOC), Lisa Harrison-Hadler (OMHDD), Kevin Hoese (MRC), Jill Kielblock (BMS), Paul Mathe and Brenda DaBruzzi (DPS), Jamie Majerus and Abiola Opara (MJB), Amie Wunderlich (BWSR), Barry Fick (HEFA), Marianne Bouska (IRRR), Jennifer Trapp (PUC), Katie Shea and Prince Wheaton (DNR), Cari Snaza (OAH), Kay Weiss (BOA), Robert Helgeson (OHE), Brandon Hirsch (MNIT), and Tim Rekow (MSRS).

Agenda

- Welcome and Introductions – Jake Rossow (ICA) welcomed the group, thanked them for their attendance, and gave an overview of the meeting agenda.
- Amy Jorgenson, Director of the COVID-19 Response Accountability Office (CRAO), talked about the creation of the unit, the monitoring and reporting of COVID-19 funds, and answered a few questions from the group. The presentation is attached.
- Allison Cole, Internal Auditor (ADM), discussed the techniques used to test payroll codes around the COVID-19 Leave Policy & forms. The presentation is attached.
- Nathaniel Dempsey, Continuity of Operations Coordinator (MMB), talked about and answered questions around agency plans for returning to the workplace. The presentation is attached.
- Open Forum

Announcements

- Annual Internal Control System Certification – THANK YOU to all for submitting the Annual Internal Control System certification by the July 31, 2020 deadline! Your dedication in completing the required forms by the deadline and coordinating this process within your agencies is greatly appreciated. If your agency has not yet submitted, please do so ASAP by emailing the certification documents to the [ICA inbox](#). Expect feedback documents on your annual certification submissions within the next few months.
- Mohamed Ahmed, Internal Control Specialist, resigned from ICA on July 16, 2020 to take an opportunity with the State of Washington. Good luck on your future endeavors!

Next Meeting

September 10, 2020, 9:00 a.m. to 11:00 a.m.

Location & Agenda: TBD